



CHECKLIST: Requirements for Submittal of Site Compliance Plans

City of Columbus, Ohio • Department of Building & Zoning Services

757 Carolyn Avenue, Columbus, Ohio 43224 • Phone: 614-645-7433 • www.columbus.gov

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Commercial Sites are improvements to property for use other than a 1, 2, or 3 family dwelling. Commercial sites may be but are not limited to residential dwellings with 4 or more dwelling units, Planned Urban Developments (PUD), Commercial Planned Developments (CPD), retail, commercial, manufacturing and industrial uses, churches and schools. Applicants are responsible for providing all information that is relevant to their development site.

1. GENERAL REQUIREMENTS

- 1.1. ☐ Commercial Site Plan: Shall be done under the supervision of an Engineer registered in the state of Ohio.
- 1.2. ☐ Plan Size: Submit on "E" size (22" x 34") or architectural size (30" x 42") plan sheets.
- 1.3. ☐ Graphic Scale: Shall be drawn and plotted to a Standard Engineering Scale, typically 20 or 40 scale.
- 1.4. ☐ Plan Layout: Plan view orientation shall be with north being the top or the left of the page. Show north arrow and dimensioned graphic scale on all sheets.

2. SUBMITTAL ITEMS: Include the following with the submittal packet.

- 2.1. ☐ Copies Required: submit fifteen (15) copies of the site compliance plan.
- 2.2. ☐ Studies, Reports And Documentation: Submit information supporting the site layout and proposed connection to public facilities, any zoning and/or variance text and any registered site plan or zoning exhibit (shall be reprinted as part of the site compliance plan), traffic impact studies, Pay-As-We-Grow Commitments, parkland commitments, meeting minutes, etc.
- 2.3. ☐ Certificate of Appropriateness: Attach any required Certificate of Appropriateness (Historic District, Architectural Review or Downtown Commission) or Approval (University Review Board) to each site compliance plan set (if approved site plans or exhibits are referenced on a certificate submit these sheets, stamped by the approving authority).
- 2.4. ☐ Blockwatch Plan: submit a blockwatch plan Approval Letter from Public Safety for any residential development with 50 or more dwelling units.
- 2.5. ☐ Fees: All fees are due at and payable at time of submission as proscribed in the current fee schedule.

3. PLAN SET REQUIREMENTS: Information on the site compliance plan shall contain, but not be limited to, the following:

- 3.1. Title Sheet:
 - 3.1.1. ☐ Title of the project.
 - 3.1.2. ☐ Identify any phased construction (e.g. Phase One of Four).
 - 3.1.3. ☐ Vicinity map: Provide a map that identifies the location of the site.
 - 3.1.4. ☐ Index Map: If the project is part of a larger development (i.e. an out lot, sub area or part of a phased development) include an overall plan of the area in which the site is located. Show the site



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location within the overall development area and include public streets within the development area and bordering the site. Include the adjoining parcels in the view and access points. Outline and label the jurisdictional boundaries of each public entity when other than City of Columbus adjoins the site.

- 3.1.5. ☐ Names of the owner/developer, architect and engineer with their respective address; contact person's phone number, fax and email.
- 3.1.6. ☐ Certified street address(es) and parcel ID number(s).
- 3.1.7. ☐ Zoning Information: label the existing zoning district(s) of the subject site and adjacent sites; any proposed zoning district(s); the case number of any active rezoning, lot split or variance application (Council variance, Board of Zoning Adjustment or Graphics Commission); and the name of any applicable historic district or commercial overlay.
- 3.1.8. ☐ An Engineer's or Architect's seal and signature must appear on each site compliance plan sheet that contains zoning compliance information. Further, projects affected by a limitation text, CPD text, PUD notes, or any variance must include a statement above the seal and signature certifying that building and site compliance plan sheets meet all required development standards.
- 3.1.9. ☐ Date of Expiration: Statement that the plan is valid for a one (1) year from date of approval.
- 3.1.10. ☐ Revision Block: Include Rev #, description, sheets, date approved. Triangle any revision after the plan has been approved.
- 3.1.11. ☐ Tracking Number: assigned at time of submittal;

4. SITE LAYOUT REQUIREMENTS

- 4.1. ☐ Boundary survey data, including bearings and distance for property and right-of-way lines.
- 4.2. ☐ Parcel area in square feet (or acres); also provide # of units per acre for residential commercial uses.
- 4.3. ☐ Topography with contours (labeled), if in or adjacent to floodplain.
- 4.4. ☐ Label and dimension all right-of-way lines (existing and proposed), all property lines, building, parking, maneuvering and graphics setback lines, and any required side and rear yards.
- 4.5. ☐ Show all existing and proposed buildings and structures.
- 4.6. ☐ Site access locations – show and label private streets (if applicable) and/or private drives. Show access restrictions (e.g. right-in/right-out, full access etc.). Dimension widths. Show existing curb cuts (drives) off-site on both sides of any street fronting the property AND adjacent property on each side of the site. Show any existing curb cuts for the site and indicate if they will remain or will be removed.
- 4.7. ☐ Provide a square footage breakdown for each use on the site (See C.C.C. 3312.47 *Calculation methods* and 3312.49 *Minimum numbers of parking spaces required*). Calculate the number of required parking spaces separately for each use, rounding up as necessary for each use. Calculate the number of required

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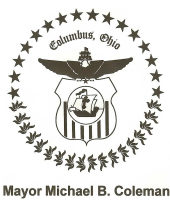
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loading spaces separately for each use. Provide ADA parking spaces in compliance with C.C.C. 3312.31 *Parking space for ADA compliance* (ADA parking spaces may be counted as required parking spaces).

- 4.8. ☐ Show the location and dimension of off-street parking and loading facilities; including but not limited to driveways, aisles, individual parking spaces (standard, ADA, small cars, bicycle etc.), entrances, exits, median strips, traffic islands, stacking and bypass lanes, lighting, interior sidewalks, wheel-stop devices and curbs, landscaping and screening (See C.C.C. 3312.21 *Landscaping and screening*).
- 4.9. ☐ Label the height of each building and structure on the site.
- 4.10. ☐ Include the following note: "The proposed project will comply with sections Chapters 3312 and 3321 of the Columbus City Code [Existing non-conforming conditions must be clearly labeled on the site compliance plan; supporting documentation may be required].
- 4.11. ☐ Show and label any existing and proposed fences (label fence height and opacity). Include fence detail on site compliance plan.
- 4.12. ☐ Label flood designation, map number and effective date. And where they occur on the site, show the 100-year flood plain and floodway boundaries and base flood elevations. Contact Renee Vansickle, Floodplain Manager at 614-645-5642 for any questions regarding development in the flood plain.
- 4.13. ☐ Show LDN (Day-Night sound level noise index) contour lines and LDN number.
- 4.14. ☐ Include any additional zoning data necessary to certify compliance with development standards included in a limitation or CPD text, PUD notes, a variance (Council variance, BZA or Graphics actions), any registered site plan or exhibit or for projects within the *University Planning Overlay* area or any other Planning overlay (See C.C.C. 3372 *Planning Overlay*);
- 4.15. ☐ Per C.C.C. 3305.02 zoning staff may request any additional information that is reasonably necessary to determine compliance with the zoning code.
- 4.16. ☐ Show proposed traffic circulation pattern.
- 4.17. ☐ Show dumpster, trash compactor and bulk waste pick-up locations and access per Refuse Collection Division, C.C. 3312 and C.C. 3321 development standards. Include dumpster screening details on the site compliance plan.
- 4.18. ☐ Easements, existing and proposed (label and dimension).
 - 4.18.1. ☐ Identify what the easement is for (i.e. sanitary, water, storm, sidewalk, power, gas-line, conservation, etc.). Indicate the instrument number, deed/plat book and page number.
 - 4.18.2. ☐ Show right-of-way encroachments (i.e. building vaults, grease interceptors, basements, porches, landings, stairs, above-grade walls, overhead structures (i.e. awnings, balconies), loading pads,



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planters, private utilities (irrigation, up-lights), etc. that encroach or are located in the right-of-way).

Label and show limits of easements required.

- 4.18.3. ☐ Shared drives or access to/from adjoining property. Copies of any cross access easements will need to be submitted.

4.19. Streets:

- 4.19.1. ☐ Label and dimension adjacent public streets, alleys and lanes. Show and label center lines.
- 4.19.2. ☐ Show and label the nearest public intersection and provide dimensioned distance for the intersection to the property line(s).
- 4.19.3. ☐ Show right-of-way line along each street (label and dimension) – existing and proposed. Show full width of the street right-of-way with dimension.
- 4.19.4. ☐ Show any existing right-of-way to be purchased/transferred/vacated (e.g. street/alley vacations). Include right-of-way to be given to the City per the *Thoroughfare Plan*. Show this as “proposed right-of-way”. This process is handled separately by the Transportation Division.
- 4.19.5. ☐ Label and dimension full width of street (E/P or face-of-curb) – existing and proposed. Indicate whether a curbed street or berm with shoulder.
- 4.19.6. ☐ Existing curb cuts (drives) on both sides of each street fronting the property AND off-site property on each side of the site.
- 4.19.7. ☐ Proposed curb cuts for drives and/or private streets – Label (as “Drive” or “Private Street” as applicable) and dimension the width. Provide radius or flair width for the curb cut. Drive layout should reflect any restrictions (e.g. right-in/right-out).
- 4.19.8. ☐ Existing Permanent Traffic Control items (Pavement markings, signs, etc.)
- 4.19.9. Proposed turn lanes.
- 4.19.10. ☐ Raised Medians – existing and proposed.

- 4.20. ☐ Sidewalks: show existing and proposed sidewalks along right-of-way fronting the property. Show minimum five (5) ft beyond site onto adjacent property and connection to any existing walk. Sidewalks shall meet City of Columbus standards and ADA requirements.

- 4.21. ☐ Signalized intersections: Show traffic signal items (pull box, strain poles, signal poles, control boxes, etc.). Show lane markings (traffic lanes, directional markings, stop bars, cross-walks, etc.) for entire intersection and for a minimum of 200 ft beyond the intersection on all legs, and along entire right-of-way fronting property site being improved.

- 4.22. ☐ Bus stops (COTA) on-site frontage or nearby if affected by site improvements.



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4.23. ☐ For Schools:

4.23.1. Show locations of existing and proposed marked pedestrian crossings.

4.23.2. Show bus drop-off lanes.

4.24. ☐ Show and label existing sanitary sewers, storm sewers and water lines within and adjacent to the tract.

Provide statement of how the site will be serviced including plan of record, size and general location of the main.

4.25. ☐ Show existing, relocated and proposed fire hydrants

4.26. ☐ Show existing trees and landscape features within the public right-of-way.

4.27. ☐ Show existing and proposed street lights.

4.28. ☐ Show other existing and relocated utility poles, structures, vaults, manholes, etc. in right-of-way.

5. CONSTRUCTION DRAWING REQUIREMENTS

5.1. ☐ Release of the building permit is contingent upon the agreement, surety and inspection fees for any street construction work being approved by the Transportation Division.